



REGISTRATION OF SUPPLIERS FOR THE YEAR 2017

Applications are invited from reputed Manufacturers, Sole Agents, Distributors, Importers, Authorized Dealers, Wholesale Establishments, Suppliers, Contractors and Service Providers who wish to register themselves for the supply of following goods and services to the Sri Lanka Export Development Board for the year 2017.

Categories of Products / Services

1.0 Office Equipment & Stationery

- 1.1 Office Stationery (Pens, Pencils, Envelopes, Staples, Typing Sheets, Photocopy Papers, Dusters, etc.)
- 1.2 Office Equipment (Calculators, Fax Machines, Photocopy Machines, Face/Finger Scanning Attendance Machines, Other Equipment, etc.)
- 1.3 Computers and Computer Accessories (UPSs, Mouses, Keyboards, etc.)
- 1.4 Printers & Printer Accessories (Dot Matrix, Laster Jet Printers, Colour Printers, Photo-conductors, etc.)
- 1.5 Computer Consumables (Printer Toners, Cartridges, Ribbons, Pen Drives, Recordable CDs/DVDs, etc.)
- 1.6 Office Furniture - Wooden / Steel (Tables, Chairs, Cupboards, Almirahs, Shelves, etc.)
- 1.7 Electrical Equipment & Spare Parts (Refrigerators, Electrical Fans, Air Conditioners, etc.)
- 1.8 Audio-Vidual Equipment & Telecommunication Equipment (Cameras, Video Cameras, Projectors and Processing Machines, Telephone Systems and Telephone Equipment, etc.)
- 1.9 Date Stamps, Rubber Stamps and Name Boards (Aluminium/Plastic/Brass, etc.)
- 1.10 Making of Identity Cards
- 1.11 Uniform Materials (Shirt and Trouser Materials, Shoes and Socks)

2.0 Office Equipment Repairs & Maintenance

- 2.1 Repairs & Maintenance of Office Equipment (Fax Machines, Photocopy Machines, Face/Finger Scanning Attendance Machines, Other Equipment, etc.)
- 2.2 Repairs, Servicing and Maintenance of Air Conditioners
- 2.3 Repairs of Printers, Computers and Computer Servers Maintenance
- 2.4 Repairs of Office Furniture (Wooden/Steel)
- 2.5 Key Cutting & Lock Repairs

3.0 Vehicle Repairs & Supply of Spare Parts

- 3.1 Tyres, Tubes & Batteries for Light Vehicles
- 3.2 Spare Parts for Light Vehicles and Motor Cycles
- 3.3 Repairs of Silencers, Radiators, Motor Vehicle Air Conditioners
- 3.4 Upholstery Work of Vehicles (Vehicle Seat Cushions, Seat Covers, Rubber Carpets & Canvas Cover)
- 3.5 Vehicle Services
- 3.6 Wheel Alignments & Adjustments
- 3.7 Auto Electrical Repairs
- 3.8 Tinkering & Painting of Motor Vehicles
- 3.9 Repairs of Motor Vehicles

4.0 Printing & Advertising

- 4.1 Art Work, Designing & Advertising
- 4.2 Printing of Office Documents, Receipt Books, etc.
- 4.3 Designing & Printing of Magazines, Brochures, Posters, Invitations / Greeting Cards, etc. (Local/Overseas)
- 4.4 Printing/Book Binding (Brochures, Leaflets, Banners & Posters, etc.)

5.0 Services

- 5.1 Security Services
- 5.2 Office Partitioning, Interior Designing & Constructions
- 5.3 Electrical and Telephone Wiring
- 5.4 Computer Network Cabling & Maintenance
- 5.5 Production of Audio/Video Documentary
- 5.6 Sound Systems for Exhibitions/Seminars/Workshops
- 5.7 Illumination of the Building/Exhibition Halls
- 5.8 Transport Service, Renting/Hiring of Motor Vehicles (Cars, Vans, Buses, etc.)
- 5.9 Event Managers / Organizing Local and Overseas Trade Fairs
- 5.10 Software Solution Providers
- 5.11 Freight Forwarders - Air, Sea & Courier Service
- 5.12 Language Translators (English to Tamil, Japanese, Chinese & Other Foreign Languages)
- 5.13 Shampooing Carpets & Chairs
- 5.14 Pests Controlling

Application Procedure

A non-refundable registration fee of Rs. 500/= for each item for registration for the year 2017 should be made by prospective supplier and this fee may be paid in cash to the Cashier, Sri Lanka Export Development Board or by a cheque drawn in favour of Sri Lanka Export Development Board.

The application should be forwarded along with the payment receipt / cheque under registered post or delivered by hand, indicating "REGISTRATION OF SUPPLIERS FOR THE YEAR 2017" on the left-hand corner of the envelope, to reach the Chairperson & CE, Sri Lanka Export Development Board, NDB-EDB Tower, No. 42, Nawam Mawatha, Colombo 02, on or before 30th November 2016.

One Application Form can be used to register for supply of multiple products/services by paying registration fee for all items at the same time. Incomplete and late applications will be rejected.

Specimen Application Form could be downloaded from our website www.srilankabusiness.com under "Announcements".

Quotations for supplies and services will normally be called from the list of registered suppliers/service providers. However, SLEDB reserves the right to call quotations and make purchases/services from other non-registered suppliers/service providers, as well.

For further clarifications, please contact Deputy Director/Supplies on Tele. 2300702.